

HOW TO DELETE A FILED CONTRIBUTION

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Contribution?"

A: It is a contribution that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed contribution, you will have to file an amended report.

When you are finished making all the changes:

1. Click on the **VIEW/FILE REPORTS** tab at the top of the screen.
2. In the Filing History table, find the report that contains the contributions you amended.
3. Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED CONTRIBUTION** button in the action menu on your homepage.

What do you want to do today?

Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

Step 2: You have two options to find the contribution you want to amend, delete or return. You can simply click the **FIND CONTRIBUTIONS** button to get a list of all your contributions, or you can also use the search criteria to find a specific type of contribution.

Contribution

Contribution Type

All Contribution Types

Election Type

Date From

Date Through

Dollar Amount From

Dollar Amount Through

EDI Item Number [for EDI users only]

Contributor

Contributor Type

All

Find Contributions

Clear

Contribution Work Page

Contributor Summary

Step 3: When you have a list of contributions, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the contribution you want to change.

Contributor	Contributor Type	Contribution Type	Election	Receipt Date	Amount	Offset	Amended			
ABIGAIL ADAMS	Individual	Monetary (Itemized)	General	09/10/2014	\$250.00	No	No	Amend	Delete	Return

HOW TO DELETE A FILED CONTRIBUTION (cont.)

HOW TO DELETE A CONTRIBUTION

Step 1: After clicking **DELETE**, you will be asked if you are sure you want to delete. Click **YES** to continue.

Contribution Delete

This contribution has been filed on a previous report; therefore an offset record will be added. For this record to be deleted from your total balance, you will need to amend the original report.

Are you sure you want to continue with this delete?

Yes

No

Remember!

When you make a change to a filed contribution, you will have to file an amended report.

Step 2: After clicking **YES**, you will receive a message confirming that the offset has been made and you will be returned to the list of contributions.



An offset record for the previously filed contribution has been successfully added.

Deleting a contribution creates a negative entry (an “offset record”) to cancel out the contribution. The system will show two entries for the contribution – the original and the offset.

Contributor	Contributor Type	Type	Election	Receipt Date	Amount	Filed Date	Offset	Amended
PAUL T BUNYON	Individual	Monetary (Itemized) - Offset due to deletion of filed item	General	09/10/2014	(\$250.00)	09/09/2014	Yes	No
PAUL T BUNYON	Individual	Monetary (Itemized)	General	09/10/2014	\$250.00	09/09/2014	No	Yes